

Newington College



HEAD OF CO-CURRICULAR



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HEAD OF CO-CURRICULAR STANMORE SECONDARY CAMPUS PERMANENT FULL-TIME COMMENCING TERM 1 2025

Newington College is a school bustling with opportunity and rigour. We aim to teach students to think critically, stretch their learning and approach life with curiosity, kindness, and open-mindedness, and that also applies to everyone who works here – from the teachers and grounds staff to the finance and admissions teams.

What else sets us apart? We strive to create a culture underpinned by our diverse and inclusive care for our community – students, parents, carers, staff, alumni, and neighbours – and by an appreciation of the importance of service. The College is supported by a strong sense of integrity, respect, fairness and responsibility. Collaboration and support are also key, so we ensure all staff have the resources available to make the most of every opportunity.

Founded in 1863 by the Uniting Church, the College has more than 2000 students across four vibrant campuses from our Early Learning Centre through to Year 12. In 2026, Newington will enter an exciting new phase as the College transitions to co-education starting with Kindergarten and Year 12, becoming fully co-educational by 2033. Our students will enter a world that will require them to walk and work alongside all genders collaboratively, respectfully and empathetically as colleagues, employers, employees, partners, parents and friends. We want to ensure the College remains a vibrant, contemporary institution, in step with the society it is part of.

If our approach appeals to you – and if you think you could help us achieve our goals – we'd like to hear from you.

Further information about the College, its programs and its strategic plans is available on the College website: www.newington.nsw.edu.au

A. OUTLINE

Our extensive co-curricular program gives students many opportunities to excel beyond the classroom. Under the same Learning and Teaching framework as our Academic program, students are encouraged to be self-directed, inquisitive and reflective learners.

The benefits of participation in co-curricular activities:

- Support the physical, cultural, spiritual and mental development of students.
- Allow every student to discover their own passions and interests through structured programs.
- Give students the opportunity to engage with a broad range of ideas, teachers, coaches, and outside groups that add richness to their school lives.
- Develop excellent character traits.
- Highlight the benefits of teamwork, fitness, resilience, commitment, service and College spirit.

Our co-curricular program covers sport, music, drama, debating/oratory, outdoor education (Cadets, Newington Challenge, Duke of Edinburgh), creative arts, chess, numerous specialist clubs and activities, an extensive Service-Learning program (practical service to local, Australian, and international community needs) and our biennial Literature Festival.

The Head of Co-Curricular has the leadership responsibility for the extensive co-curricular programs and policies. Each activity has its own leader therefore the Head of Co-Curricular coordinates these sectional leaders. The role has an extensive pastoral leadership element for students across Years 7–12.

This position has direct influence with all staff and students. It has overlap with all five pillars of Newington – academic, pastoral, co-curricular, spiritual and community. The position requires a strong presence and high profile at secondary school co-curricular activities.

The Head of Co-Curricular reports directly to the Deputy Headmaster/Deputy, Management and is a member of the College Leadership Group.

Further details about this position can be obtained by contacting **Mr Andy Quinane, Deputy Headmaster/Deputy, Management** at aquinane@newington.nsw.edu.au or (02) 9568 9333.

B. DUTY STATEMENT FOR THE HEAD OF CO-CURRICULAR

Reporting to the Deputy Headmaster/Deputy, Management, the Head of Co-Curricular is responsible for:

- leadership of the co-curricular programs and policies – student engagement, quality, balance, calendars, implementation, risk and compliance requirements, budgets, staffing, facilities, future planning
- leadership and development of the co-curricular leaders of each activity
- induction of all new staff to their co-curricular involvement on arrival at the College
- co-curricular staffing allocations, professional development, appraisal, appointments, authorisation of payments, induction processes via each section leader
- coordination of co-curricular student leadership training, development, implementation, strategies and review across Years 7–12
- leadership of pastoral and wellbeing initiatives within co-curricular programs and the resultant cross links to academic and character development programs
- leadership of the appointment of student leadership positions in sport, activities and outdoor education
- co-curricular publication materials, website, communications, events, co-curricular reports within students' College reports and the analysis of overall co-curricular statistics and trends
- co-curricular awards, special assemblies, events and end of season events
- effective follow up with students or parents around co-curricular requests, including concerns, clashes or exemptions sought, and management of student co-curricular loads
- management of the Year 12 Co-Curricular Allowance Program in consultation with Heads of House
- regular liaison with secondary campus co-curricular Parent Support Groups
- attendance and support of community events, eg Open Days, prospective parent tours and visitors (this may also involve speaking at Preparatory School transition days and other evening events)
- coordination and organisation of House Competition Days in consultation with the Pastoral Executive (this includes staffing, organisation, timetable, development of game rules and esprit de corps of the day)
- oversight of Newington College's AAGPS membership – obligations, initiatives, development, code of conduct
- implementation of the Newington Strategic Plan as relevant for the co-curricular program
- all co-curricular tours (local, interstate, overseas) including service-learning tours, sport, drama, music and outdoor education
- College-wide Camp Week, Years 7–12 activities during the week, including budget, staffing, contracts, organisation
- two co-curricular ICT platforms: Consent2Go and Clipboard
- regular review of scholarship holders. In addition, active mentoring and guidance of these students throughout their time at the College
- proactively ensuring students within co-curricular are aware of and demonstrating the Good Newington Citizen (GNC) values. This includes speaking with students at the start of activities and actively monitoring student behaviour with co-curricular Directors
- facilitating the award of Co-Curricular Colours in line with GNC, being a member of the Colours Committee and leading the Good Newington Citizen Panel, when required
- overseeing, guiding and supervising the College's First XVI (Co-Curricular student support group)
- organising student and staff spectators for GPS Swimming, Athletics and Rowing events
- attending an array of co-curricular activities and events in support of student involvement throughout the year
- being an active presence at sporting fixtures (home and away)
- engaging in the co-curricular program as a coach/leader/staff member in line with broad staff College expectations

- other duties requested by Deputy Headmaster or Headmaster.

In addition to the above, the Head of Co-Curricular is responsible for the following as a teacher:

- Teach a program of study, as approved by the Head of Department/Campus and as accredited by the NSW Education Standards Authority (NESA) or the International Baccalaureate Organisation.
- Provide a stimulating learning environment, effective teaching, and appropriate assessment.
- Demonstrate good classroom control which allows each child to learn unimpeded by others.
- High standards of achievement commensurate with student ability.
- Accurate, defensible reporting of each student's progress, within College policy.
- Proper care and use of College resources and facilities.
- Attend and participating in regular staff meetings.
- Prepare a personal professional review and development plan, endorsed by the Head of Department/Campus.
- Refer problems about students requiring follow-up to the appropriate person.

Teaching staff are responsible to the Deputy Headmaster for implementing College policies relating to:

- discipline
- uniform, hair, presentation, etc
- courtesy code
- homework and diaries
- student attendance and punctuality
- tidiness and attractiveness of classrooms.

The pastoral care of students is an expectation of all teaching staff at the College. Teachers are responsible to the Heads of House/Director of Students for providing and maintaining a safe and nurturing classroom environment which allows each student to learn unimpeded by others. Teachers are required to manage and record all matters (positive and negative – merits and demerits) pertaining student behaviours and expectations. Teachers are expected to participate in the College's pastoral care program by being a Mentor. They will be allocated to House and will be responsible to the Head of House/Director of Students

Teaching staff are expected to participate in a range of duties beyond classroom responsibilities. Teachers are responsible to the Head of Co-Curricular for participation in the College's co-curricular program. This includes:

- coaching a sports team, leading a production/ensemble, chess coaching, organising clubs and societies or being involved in the delivery of the Outdoor Education program
- attendance and supervision at a school event
- attendance and supervision at a pastoral event.

Some of the duties will need to be undertaken at times other than during the College's days including on weekends.

C. THE EDUCATIONAL STRATEGIC PLAN AND AIMS OF THE COLLEGE

The Educational Strategic Plan for 2020 – 2024, annual reports and the aims of the College are to be found on the College website. It is a condition of employment that staff comply with all the policies and practices of the College and that conduct is consistent with the Christian ethos of the College. All staff must be fully supportive of the aims of the College.

D. CHILD PROTECTION

The College is a 'Child Safe Organisation' committed to ensuring the safety, welfare and wellbeing of all children and young people at the College and is dedicated to protecting them from abuse and harm. All children and young people who come to Newington have a right to feel and be safe.

Successful applicants will be subject to employment screening processes with the Office of the Children's Guardian and will be required to provide a current Working with Children registration number. In addition, teaching staff will be expected to possess a current first aid qualification.

E. SELECTION CRITERIA

We have deliberately not provided set and narrow selection criteria. However, it would be expected that the successful candidate will:

- have appropriate tertiary qualifications relevant to the position
- have a successful background in a secondary pastoral role (eg, Head of House) or academic leadership role (e.g., Head of Department) or Head of a major co-curricular activity
- have a sound understanding of the learning needs of students
- exploit technologies to enhance the learning and teaching
- work effectively as a leader and member of an enthusiastic team
- show a genuine appreciation and commitment to pastoral care of students
- participate in the College's co-curricular program
- understand and adhere to the College's Child Safeguarding policies and practices.

F. REMUNERATION

The remuneration for this position will be set in accordance with the *Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement (2021)*.

This position description provides a general overview of the major tasks, duties, and responsibilities of the position. This position description is not intended to be all-inclusive, and the position may be required to perform other tasks, duties and responsibilities not specifically listed within this position description. Newington College reserves the right to change this position description in consultation with the successful candidate to meet the requirements of the College.



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